

TITLE: DIRECTOR OF ZOOLOGICAL SERVICES
GRADE: M-11 \$60,588 - \$73,903
DEPARTMENT: ZOO

FUNCTION: Responsible for overall management, administration and operation of nationally accredited zoo.

SUPERVISION RECEIVED: Works under the general direction of the Mayor.

SUPERVISION EXERCISED: Supervises, directly or through subordinates, all employees and volunteers on the zoo staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Provides an educational facility for the entertainment and recreation of City patrons and tourists. Supervises the safety, enlightenment and enjoyment of zoo visitors.

Responsible for obtaining available funds, drafting and administering the annual budget in the most efficient manner possible, and searching, preparing and monitoring grants.

Works closely with the Zoological Society and other public groups to raise funds and build public support/participation for the zoo.

Supervises, through subordinates, the maintenance and construction of the zoo's grounds and structures in cooperation with the other divisions of the department.

Plans and supervises technical aspects of the housing, care, feeding and exhibition of a variety of mammals, birds and fish.

Plans new and revised zoological exhibits and proposed zoo facilities.

Directly, or through subordinates, assigns and supervises workers engaged in feeding and caring for animals, and maintaining zoo facilities and grounds.

Directly, or through subordinates, advises the Zoo Caretakers on treating and medicating pathological conditions of sick, new or injured animals, in cooperation with the zoo's veterinarians.

Directly, or through subordinates, provides humane care and safe conditions for entire zoo collection.

Develops an excellent education and public relations program.

Oversees ISIS systems and continued accreditation with the American Association of Zoological Parks and Aquariums.

Ensures compliance with all Federal, Massachusetts and New Bedford laws for the protection of animals, in addition to enforcing the regulation policies.

Publishes reports through AZA and other professional journals, and promotes scientific research where possible. Serves as a member of various employee committees as assigned; represents the City on various citizen committees.

Maintains harmonious relationships with the public, employees, Department Heads, Zoological Society, etc.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the level of this position.

EDUCATION AND EXPERIENCE: Requires any combination of training and experience equivalent to advance degrees from accredited college or university with a major in zoology, other biological science, business administration or related field. Five years' experience in a zoological environment with three years' managerial experience with proven knowledge of and practical experience in Zoo Administration; or any equivalent combination of education and progressively responsible experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to work independently and to complete daily activities according to work schedule, ability to communicate orally and in writing, and ability to establish effective working relationships with employees, supervisors and the public.

Thorough knowledge of animal care; operation of educational programs and Federal funding; supervision of zoo staff, including handling union relations and aggressively implementing affirmative action; working with researchers, public organizations, recruiting and working with volunteers, and assisting in budget and procurement management.

PHYSICAL AND ENVIRONMENTAL STANDARDS: Frequent periods supervising or inspecting in non-office environments, regular periods spent outside subject to weather conditions while inspecting or directing work, spends sustained periods at computer terminal and telephone.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.